

Adding an Attachment to an Application

1	After logging in from the sign on screen click the My Career Tools link.
2	Click the Add Attachment link.
3	Select the attachment type by clicking the Attachment Type drop-down menu button and complete the fields.
4	Click the Add Attachment link.
5	Click the Browse button to locate the attachment in the applicant's compute files.
6	After locating the Microsoft Word document in the applicant's files, click the document to select it.
7	Click the Open button.
8	The selected document path appears in the window to the left of the Browse... button.
9	Click the Upload button.
10	The Microsoft Word document attachment is now attached to the applicant's application.
11	Click the Save and Return button to return to My Career Tools page.
12	Congratulations, you have successfully attached a document to your application.

Viewing the Job Posting

1	After logging in from the sign in screen click the Advanced Search link.
2	Click All Locations in the Select Locations list. Note: To select multiple locations, press and hold down the Crtl key while clicking selected locations.
3	Click All Job Families in the Select Job Families list. Note: To select multiple job families, press and hold down the Crtl key while clicking selected job families.
4	Scroll down the page to find the Find Jobs Posted Within selection box.
5	Click the Find Jobs Posted Within field drop-down menu button.
6	Make a selection from the list of values. Note: The drop down menu buttons may be used to search the Full/Part Time, Regular/Temporary , and Desired Pay fields .
7	Click the Search button.
8	Click the Posting Title link to open and view a job posting.
9	Scroll down the page to review the entire job posting.
10	When the job posting has been reviewed, click the Return to Previous Page link.
11	If necessary, scroll down the page and click on the Posting Title link of additional postings to be viewed.
12	After reviewing all desired job postings, click the Return to Previous Page link to perform any additional searches.
13	Congratulations, you have successfully viewed one or several job postings.

Update the Applicant Profile

1	Enter the user name created during registration into the User Name field.
2	Press the Tab key.
3	Enter the password created during registration into the Password field.
4	Click the Login button.
5	Scroll down the Careers Home page.
6	Click the Submit/Update Candidate Profile Without Selecting a Job link.
7	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select Apply Without Using a Resume option .
8	Click the Continue button.
9	Review each page of the application and make necessary updates where applicable.
10	Click the Next button on each page to continue through the application.
11	Click the I Agree to These Terms option at the bottom of the page. Click the Submit button.
12	When the application has been successfully submitted, the application status will read Applied on My Application page.
13	Congratulations, you have successfully updated an applicant profile. Going forward, this information will carry through for any positions you wish to apply to.

Saving a Job to Apply at a Later Time

1	After logging in from the sign-on screen, the most recent job postings appear at the bottom of the Careers home page. Job posting information may be opened and viewed by selecting the Job Title link or by performing an Advanced Search following steps 2 through 8 of the View Job Postings section of this guide
2	After opening and reviewing the job posting's job description, if the position appears interesting, and you feel you have the preferred experience for the position, click the Save Job button. A saved job can be applied for at a later time as long as it is still active on the job bank.
3	Congratulations, you have successfully saved a job!

Moving an Application from Not Applied to Applied Status

1	After logging in from the sign on screen click the My Career Tools link.
2	Click the Job Title that is showing a Not Applied status. This will return you to the application that you need to complete.
3	Review each page of the application and make necessary updates where applicable.
4	Click the Next button on each page to continue through the application.
5	Click the I Agree to These Terms option at the bottom of the page. Click the Submit button.
6	When the application has been successfully submitted, the application status will read Applied on My Application page. REMEMBER THIS PROCESS CAN ONLY BE COMPLETED AS LONG AS THE POSITION IS STILL ACTIVE ON THE JOB BANK.
7	Congratulations, you have successfully moved your application from a Not Applied to an Applied status.